

Funding Request for Small Business Expansion

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Title]

[Lender's Institution Name]

[Lender's Institution Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request funding to support the expansion of [Your Business Name], which has been successfully operating in [location] since [year established]. With the growth we have experienced over the past [duration], we are looking to expand our operations and enhance our services in order to meet increasing customer demand.

We are seeking a funding amount of [specific amount], which will be allocated towards [briefly outline intended use of funds, e.g., purchasing new equipment, hiring additional staff, expanding our operational space]. Our business has shown a consistent increase in revenue, reflected in our financial statements attached for your review.

We believe that with your support, [Your Business Name] can achieve its full potential and contribute even more to the local economy by [mention expected impact of expansion, e.g., creating jobs, serving more customers].

Enclosed are the business plan, financial projections, and other documents that provide further details on our expansion plan. We are more than willing to discuss this proposal in detail and provide any additional information you may require.

Thank you for considering our funding request. I look forward to the opportunity to partner with you in taking [Your Business Name] to new heights.

Sincerely,

[Your Name]
[Your Title]